

P86/129 CONDITIONS OF EMPLOYMENT Box No 16

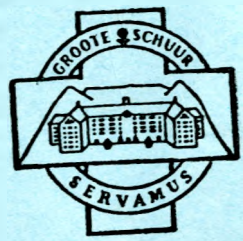
THE CAPE TOWN
TRADE UNION
LIBRARY

GROOTE SCHUUR HOSPITAL

GENERAL INFORMATION

ON

SERVICE CONDITIONS



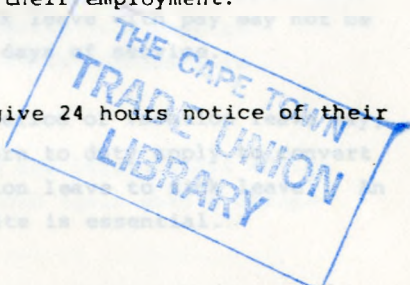
LABOURERS AND DOMESTICS

APPOINTMENTS :

All Labourers and Domestics are appointed in a temporary capacity for the duration of their employment.

RESIGNATIONS :

Labourers and Domestics can give 24 hours notice of their intention to resign.



LEAVE :

VACATION LEAVE :

Leave should be regarded as a privilege and is granted according to the exigencies of the service. Vacation leave is accumulative and accrues on a pro rata basis in respect of each completed month of service at the rate of 1/12th of the annual leave provision.

The annual leave provision for Labourers and Domestics is as follows :

Less than 5 years service	24 days
5 years or longer but less than 10 years	30 days
10 years or longer	36 days

Upon resignation no leave may be granted during the last 30 days of service.

SICK LEAVE :

The sick leave provision for Labourers and Domestics is as follows :

	<u>FULL PAY</u>	<u>HALF PAY</u>
Less than 5 years service	60	60
5 years or longer but less than 10 years	90	90
10 years or longer service	120	120

This sick leave provision is granted over a 3 year cycle. The new cycle commences 1 January 1983.

Sick leave is non-accumulative and must be supported by a Medical Certificate. Sick leave with pay may not be granted during the first 30 days of service.

Staff who are ill during a period of vacation leave may, within 14 days of their return to duty apply to convert that portion of their vacation leave to sick leave. An acceptable medical certificate is essential.

LEAVE WITHOUT PAY :

Any absence from duty without prior authority will be regarded as leave without pay.

Leave without pay in other bona fide cases and for maternity purposes will be considered.

Each application is considered on merit and leave without pay can only be granted when all vacation leave has been used.

LEAVE GRATUITIES :

Staff may be paid the cash value of the leave standing to their credit when they retire or if they are discharged on the grounds of continuous ill-health. No leave credits are paid on resignation.

In the event of death, the cash value of the leave credit is payable to the widow, dependants or estate. In the case of death of a married female the gratuity is payable to the estate only.

SALARIES :

The remuneration attached to all posts is prescribed. The salary and salary scale on date of appointment are stated in the letter of appointment. All salaries are paid monthly in arrear on the last working day of the month. Arrangements can be made with the Staff Office

for salaries to be paid directly to a bank or building society account. This procedure is strongly recommended.

Staff are advised to retain the latest staff advice as new advices are only issued again when a change occurs.

The Staff Office must be consulted for any information on salaries.

SERVICE BONUS :

An annual service bonus is payable to all Labourers and Domestic. The pay date of the Service Bonus in each individual case will be the salary pay date of the month during which the individual was born except those whose birthdays fall during January, February and March who will receive their bonuses on the April salary pay date. Further requirements for the payment of the service bonus are :

- (a) the person must still be in service on his/her bonus pay date
- (b) satisfactory proof of birth, eg original birth certificate must be submitted.

The amount of the bonus is 93% of the gross monthly salary. The service bonus is reduced for every day of leave without pay.

DEDUCTIONS FROM SALARIES :

- (a) PAYE or BANTU TAX- compulsory. Tax deductions may not be reduced without a directive from the Receiver of Revenue

(b) UNEMPLOYMENT INSURANCE FUND :

Deductions in terms of the Act are compulsory. Benefits, notably maternity, may be claimed.

(c) TEMPORARY EMPLOYEES PENSION FUND :

After 2 years service, Labourers and Domestic workers are required to contribute to the Temporary Employees Pension Fund at the rate of 5% of the pensionable salary. The Pension Fund makes provision for the payment of gratuities and annuities on retirement, the refund of contributions on resignation and other benefits to widows and/or dependants of members.

(d) MEDICAL AID :

Medical Aid facilities are available via the following schemes :

Coloureds	Pro Sana Medical Aid
Blacks	Bonitas Medical Aid

The Staff Office should be consulted for details regarding the respective two Schemes.

OVERPAYMENTS :

While every effort is made to pay the correct salaries, overpayments do unfortunately occur. All overpayments will be recovered from future salaries or any monies due on termination of services.

PROTECTIVE CLOTHING :

Protective clothing, which remains the property of the Hospital, is issued to Labourers and Domestic on an exchange basis. The value of protective clothing not returned on termination of service will be recovered from any salary due.

MEALS :

Labourers and Domestic are provided with one free meal per day.

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